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17 August 1953

TO: Assistant Director, ORR
THRU: Chief, Economic Research, ORR
THRU: Chief, Administrative Staff, ORR

FROM: Chief, Strategic Division, ORR

SUBJECT: Recommendation for One Step Pay Increase

REFERENCE: CIA Regulation [REDACTED]

1. It is recommended that [REDACTED] Secretary, GS-5, be granted a pay increase of one step in recognition of her devotion to her work, her outstanding performance since she came on duty with the Division, and her demonstrated potential as a career employee of the Agency. She was last promoted on 5 December 1951.

2. [REDACTED] has been on duty in the Strategic Division since January 1951. This recommendation is made for the following reasons:

a. During the early days of Strategic Division, when it was handicapped by an acute shortage of clerical personnel, Miss [REDACTED] rendered outstanding service in the fulfillment of the mission of this Division. While doing double duty as secretary to the Chiefs of the Materials and Industrial Branches, she also was the only clerk in these two branches for nearly a year.

b. As examples of [REDACTED] ability to handle special assignments with a minimum of supervision, she was given the job of

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] also set up the mechanics of distributing the Special Support Staff intelligence memoranda within the intelligence components of the DD/1 complex.

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c. In addition to the foregoing duties, she was often called upon to handle special typing assignments on overtime necessary to produce intelligence urgently needed by OGI or ONE. Throughout this initial period of the formation of the Division as a special wing of the office, [] cheerfulness, willingness to work at any job and her high standards of performance contributed substantially to the mission of the Office and the Division.

d. Despite her extremely busy schedule, she has maintained and improved her general efficiency on duty by taking courses in Shorthand I, the Russian Language, and English Usage. [] plans to continue taking these improvement courses.

e. [] personal character, her industriousness and efficiency, and her conscientiousness about all matters pertaining to her duties and position in the Government are considered to be representative of the highest type of public servant. She should be commended for it.

3. It is accordingly recommended that [] superior performance on duty be recognized by additional remuneration and that a copy of this letter be placed in her personnel folder.

[] 25X1A9A